

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.
Location: Newington, CT
Job Posting No: 29870
Hours: 8:00 am to 4:30 pm
Salary: MP-63: \$80,261.00 to \$109,428 annual
Closing Date: **April 17, 2015 REPOSTED WITH AN EXTENDED CLOSING DATE**
(ANYONE WHO RESPONDED TO THE MARCH 23, 2015 POSITNG, NEED NOT REAPPLY)

Eligibility Requirement: Candidates must have applied for and passed the Principal Human Resources Specialist examination and d be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The primary responsibilities of this position is to provide management and oversight of the payroll unit for the Department, which is a complex agency function that involves a large size payroll operation, with complex funding and project coding strings for recording purposes and multiple collective bargaining agreements. The manager is accountable for the entire payroll operation including time and labor, benefits, retirement, FMLA and workers' compensation, and all staff assigned to these functions, comprised of seven employees.

The job duties of this position include, but are not limited, to: acts as the primary liaison for the Department to the Office of State Comptroller in all payroll, benefit and retirement matters, represent the Department in appeal and legal matters involving salary, compensation and benefits, responsible for communicating all payroll and benefits information to employees, acts as the primary check point for all audits conducted each pay period to ensure the payroll is accurate and appropriate, leads and directs all mass changes and/or retroactive changes to employee payroll and benefits, and is a key advisor to the HR administrator regarding payroll and benefits.

Oversees, supervises and is accountable for the entire payroll operation and all assigned staff; establishes and maintains workflow and determines priorities; schedules, assigns, oversees and reviews work; provides training and assistance to staff; conducts performance evaluations; ensures compliance with bargaining union contracts, state and federal laws, statutes, and regulations; prepares or directs preparation of reports, manuals and correspondence; establishes and maintains unit procedures; develops recommendations on policies and standards; acts as liaison with other units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; responsible for accuracy; responds to supervisor and employee questions; supervises control and distribution of paychecks; interprets and applies payroll policies and procedures including collective bargaining; reviews Human Resources; actions on CORE, runs exception listings, payroll EPM queries, processes longevity payments and merit bonuses; processes skill premiums; runs standard hours, and zero time reports; department payable status reports; payroll certificate/payroll expenditure reports; set-up new employees; set up deductions for temporary service in a higher class;

Preferred knowledge, skills and abilities include excellent organizational and problem solving skills, attention to detail, extensive knowledge of and experience interpreting and applying Federal and State Human Resources related rules, regulations, policies, procedures, and labor contract provisions (especially the NP-3 Clerical, NP-2 Maintenance & Service, P-4 Engineering, P-5 Administrative & Residual , and NP-5 Protective Services contracts); excellent written, oral and interpersonal communication skills; ability to analyze, mediate, and effectively resolve workplace conflicts, and ability to handle competing priority assignments within short timeframes. Candidates should have strong computer skills in the following areas: Microsoft Word, Excel and Outlook; processing transactions and producing reports in the CORE-CT HR and EPM modules.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Principal Human Resources Specialist positions in the Department within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12). State employees must also include their last two service ratings by April 17, 2015 to:

Doreen Rossi
Principal HR Specialist
Department of Transportation
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
Fax: 860- 594-3369
Email: Doreen.rossi@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.